



GUIDELINES FOR ACCEPTING CHECKS WRITTEN TO YOUR BUSINESS

The Attorney General's Check Enforcement Program is intended to supplement and support good business practices, not to replace them.

- 1. It is important when accepting a check that identification is presented at the time the check is written. Examples of acceptable forms of ID are: Driver's License, State issued ID card, and Military ID.**
- 2. Verify that the information on the ID presented matches the information on the check written.**
- 3. Verify that the name, address, phone number and signature are all the same.**
- 4. Record the ID number and expiration date (if applicable). Have the person checking the ID record their name or initials on the check.**
- 5. Do not accept starter checks or unnumbered checks.**
- 6. Do not accept post-dated checks.**
- 7. Make sure the numerical amount of the check matches the amount written in words.**